

Past Chair

The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees when there is no Chair-Elect.

Secretary/Treasurer

The Secretary/Treasurer will be responsible for minutes of the meetings of the Executive Committee. The Secretary/Treasurer will be responsible for communication of Executive Committee business to delegates and the University staff through appropriate means. The Secretary/ Treasurer shall be the custodian of any funds allocated to the Assembly.

Parliamentarian

The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to *Robert's Rules of Order Newly Revised* and ensure that all meetings are conducted according to the Bylaws and procedures. The Parliamentarian will serve on the Governance Committee.

At Large Delegates

The Assembly will elect two At Large Delegates this time to serve as At Large Members of the Executive Committee. It shall be the duty of an at-large delegate to attend all Executive Committee and Staff assembly meetings and to stay abreast of all Staff Assembly activities during his/her term. These At Large delegates will be assigned by Staff Assembly Chair to a standing committee and may be asked to serve on Ad Hoc committee(s) as required for the duration of their term in office.

The Election Process

Individuals being considered for an officer of the Staff Assembly must consent and receive approval of their supervisor before a nominee's name is placed on the ballot. Please sign and have your supervisor sign this consent form.

All Consent Forms must be returned as soon as possible!!

Name of potential Candidate LORA BASSETT
 Signature/Consent to run *Lora Bassett* Date: 8-17-18
 University or Affiliation Email UNC CHARLOTTE
 Address 9201 UNIVERSITY CITY BLVD CHARLOTTE, NC
 Phone Number 704-687-5710 28223

Supervisor Name ALVIN BRUCE BLACKMON
 Signature/Consent to serve *Alvin Bruce Blackmon* Date: 8-17-18
 Email Address of Supervisor ablackm8@UNCC.EDU
 Phone Number of Supervisor 704-687-7010